

Custodial, Labor and Trades Branch  
Skilled Trades Group  
Automotive Maintenance Series

**AUTOMOTIVE TECHNICIAN I**

03/95

*Summary*

Under general supervision, performs skilled work in the repair and maintenance of gasoline and diesel powered automotive and other mechanical equipment; performs related work as required.

*Typical Duties*

Repairs and reconditions mechanical equipment, including automobiles, motorcycles, trucks, tractors, construction and heavy equipment, air compressors, lawn mowers and other equipment; performs such tasks as facing, grinding and seating valves, setting tappets and rods, replacing or repairing main or connecting rod bearings, inspecting and repairing or replacing transmissions, universal joints, differentials, distributors, coils, generators, alternators, lights and batteries; repairs shock absorbers; adjusts clutches; relines brakes; tunes-up engines; maintains record of time and materials used on each piece of equipment; complies with safety practices; performs state vehicle inspections as assigned.

*Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. and two years experience in the repair of automotive equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the methods, principles and techniques used in the repair and maintenance of automotive and related equipment; good knowledge of the use and care of tools and equipment of the trade; good knowledge of the occupational hazards and safety practices of the trade; some knowledge of the operating principles and mechanics of diesel powered engines; some knowledge of computer controlled engines and equipment; some knowledge of air conditioning service and repair; some knowledge of the theory of hydraulics.

Ability to read and understand maintenance manuals; ability to operate diagnostic equipment; ability to follow oral and written instructions; ability to detect and identify mechanical problems; ability to establish and maintain effective working relationships with fellow employees; ability to maintain repair and time records.

Skill in the use and care of tools and equipment of the trade.

Special Requirements: If appointed to department which does not provide tools of the trade, a tool allowance will be provided. A list of the minimum departmental tool requirement is on file in the Personnel Department; may be subject to call during non-working hours. Positions assigned to the Department of Mass Transit are subject to drug testing during pre-employment, for reasonable cause, post-accident, return to work and random. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Physical Requirements: Test drive automotive equipment within the repair yard and/or on City streets; lift and carry heavy objects (up to 50 pounds).

Licenses and Certificates: Class "B" Commercial Driver's License.

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Director of Personnel

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Department Head